

Minneapolis Election Judge Glossary 2014

"A" Envelope Checker	Election Judge working at the Minneapolis Drop-off Site on election night who verifies the statistics written on 1st Results Tape match those on the Voter Statistics Worksheet.
1st Results Tape (See Voting Results Report)	The first tape printed <u>after the polls close</u> . The "Zero Tape" printed <u>when the polls open</u> is still attached.
204B.14	An example of a statutory reference; the general form used to reference a law, also M.S. 204B.14.
A.B. Runner	Election judge who delivers updates regarding individuals who have voted absentee to polling places on election day. They use information from an Accepted Absentee Ballots for Registered Voters form to update the registered Roster. Two forms: 1) Absentee Election Day Registrant for Polling Place, and 2) Roster Supplement: Accepted Absentee Ballots for Election Day Registrants are used to update the New Registrants Green Roster.
A.B. Tabulation	The process of opening A.B. envelopes, preparing the ballots for counting, and delivery to the central count location.
Absentee Ballot (A.B., AB)	A ballot requested by a voter to vote prior to election day. Ballots may be issued 46 days before an election. A voter must complete an Absentee Ballot Application to receive an AB Ballot, and can do so in-person, by mail, or via agent delivery.
Absentee Ballot Board	A special board of election judges that prepares absentee ballots for tabulation.
Absentee Voter	A person who has voted by absentee.
Affidavit of Candidacy	A form used to file for office and be placed on the ballot.
Agent Delivery	A process by which during the seven days preceding an election, and up until 2:00pm on election day, specific eligible voters designate someone to serve as an agent to pick up and return absentee ballots to them. (M.S.203B.11)
Assignment Letter	Sent to election judges. This letter contains information regarding their polling place and training class assignment. An Absentee Ballot Application may be included with this letter.
Assistive Voting Device	An electronic ballot marker with a touch screen, keypad, keyboard, earphones, or any electronic ballot marker that assists voters to use an audio or electronic ballot display in order to cast votes. Currently the only certified device is the AutoMARK. (M.S. 206.56, subd. 1)
AutoMARK	An assistive voting device used in polling places to mark a ballot for a voter. (See assistive voting device).

Auxiliary Compartment	A compartment in the ballot box used to deposit ballots when the ballot counter is not properly operating.
Ballot (See Defective Ballot, Duplicate Ballot, Found Ballot, Spoiled Ballot)	The official document used to cast a vote.
Ballot Box	The container used with precinct ballot counter to securely store voted ballots.
Ballot Counter (Automatic Tabulating Equipment)	Electronic optical scan device that counts paper ballots. Precinct Ballot Counters are used in the polls (in Mpls the DS200). Central Ballot Counters are used to count absentee ballots (in Hennepin County the DS850).
Ballot Envelope	An envelope used in absentee voting. Contains the voted ballot inside the signature envelope.
Ballot Secrecy Cover	A cover a voter may use to conceal the votes marked on the ballot.
Ballot Style	A unique ballot format prepared for use in one or more precincts in which all ballot information is identical.
Ballot Transfer Case	A white, cardboard box used to transport ballots to and from the polling places. After the polls close, voted ballots are secured in this case, with two Ballot Transfer Case Seals affixed and one rattail seal.
Ballot Transfer Case Certification Seal	An adhesive seal placed over the opening of the ballot transfer case and signed by at least four election judges in the polling place. Two of these seals are required per ballot transfer case in Minneapolis.
Blue Head Election Judge Bag (Blue HEJ Bag)	A blue canvas tote bag the HEJ receives on the Monday immediately before each election containing the HEJ Supply Envelope, the Precinct Board List, Rosters and Greeter Lists to be used in the polling place on election day.
Blue Supply Case	A large, blue, rolling case that contains forms, information sheets, supplies, and other items that will be used in the polling place during each election.
Canvass	The official certification of election results.
Central Count Voting System (Central Ballot Counter)	An electronic voting system designed for and certified by the Minnesota Secretary of State for use in a central counting center. (<u>M.R. 8280.0250, subd. 5a</u>)
Central Counting Center	A place selected by the governing body of an election jurisdiction where ballots from multiple precincts are tabulated by a central count voting system. (<u>M.R. 8280.0250, subd. 5b</u>)

Chair Judge	Previous title for the Head Election Judge.
Challenger	An individual with written authorization to be present in a polling place to question the eligibility of voters. A challenger must prove they are a resident of Minnesota by providing the Head Judge with one of the proofs of residence acceptable for election day registration and complete an Oath of Challenge to Voter's Eligibility form to challenge a voter's eligibility.
Cross-party Voting	Voting for candidates of more than one party when a candidate appears on the ballot under political party designations. "Cross-party" voting is not allowed in a partisan primary.
Date of Birth (DOB)	Note use of initials.
Defective Ballot	A ballot is defective if the voter's intent cannot be determined during counting, or if the voter has written their name, ID number, or signature on the ballot.
Demonstration Ballot	A ballot of distinctive color used to instruct voters how to mark the ballot.
Dorm List	A list of students in student housing certified less than twenty days before each election. Used for election day registration in conjunction with a student ID.
Drop-off Site	The location to which Election Judges must deliver certain polling place materials on election night.
DS200	The technical name for the ballot counter used in City of Minneapolis polling places since 2013.
Duplicate Ballot	A ballot created by an election judge team to replace a ballot that cannot be scanned by an optical scan system.
Duty Bags	A set of clear, plastic bags that are deployed in the blue supply case to the polling places. They contain materials relevant to each duty station within the polling place. For instance, duty bags for the Roster, Registration, and Greeter duties.
Election Cycle	A two-year period from January 1 of an even-numbered year until December 31 of an odd-numbered year.
Election Day Registration (EDR)	In Minnesota, voters are allowed to register in the polls on election day. The voter completes the Voter Registration Application (VRA) and presents state approved forms as proof of eligibility to vote. EDR also refers to the process of Election Day Registration.

Election Day Reminder Postcard	An informational notice to remind election judges of essential election information. It is sent via mail one week before each election.
Election HQ (Election Headquarters)	Located at Minneapolis City Hall, this is the principal administrative location for elections under the jurisdiction of the City of Minneapolis.
Election Judge	Individuals appointed to carry out a variety of duties in the polling places on election day. They have a great responsibility for ensuring the accuracy and integrity of elections. For State of Minnesota eligibility requirements see <u>M.S. 204B.19</u> .
Election Judge Application	Submitted to Minneapolis Elections to apply to serve as an election judge.
Election Judge Brochure	An informational brochure containing details about requirements and service as an election judge. These are supplied to a variety of community organizations such as parks, libraries, and community centers. This also has a request for more information attached; if this is completed and returned to Minneapolis Elections, the individual is sent an Election Judge Application.
Election Judge HIRE Form	Filled out by each election judge at training. This essential document is used to enter judges into the Minneapolis HRIS system and process payroll.
Election Judge Newsletter	An informational letter, called Election Connection, highlighting election activities, from Minneapolis Elections.
Election Judge Roster (Planning Board)	The election judge staffing analysis that allows the Election Judge Coordinator to track the staffing level, party balance, language support, and more of each ward and precinct. Printed from EMS.
Election Judge Training Reminder Postcard	Sent one week before each training session to remind election judges of their training date.
Election Jurisdiction	Any municipality, school district, county, or special election district responsible for administering an election.
Election Management System (EMS)	A database program used by Minneapolis Elections to manage polling places and Election Judges.
Election Night Reporting (ENR)	The public website displaying the election night results from the Election Reporting System (ERS).
Eligible Voter	An individual who is eligible to vote under <u>M.S. 201.014</u> .

Employee of a Residential Facility	An employee of a residential facility in the precinct who can attest to the new registrant's residence at the facility. The employee must provide proof of employment and may vouch for an unlimited number of residents of the facility.
Employer Certificate	A form election judges may request to show to their employer to be absent from work on election day without penalty. This notice must be presented to an employer no fewer than 20 days before election day. (<u>M.S.204B.195</u>)
Evaluations (Election Judge Evaluations)	A form or survey completed for every general election. Judges use this form to evaluate the performance of all election judges at their polling place and Minneapolis Elections (also called a 360 Evaluation). The information is tracked and recorded in the Election Management System. This is vital to determine election judges who are invited to serve again or promoted and identify areas of improvement in administering the election.
Excess Supply Bag	A bag included in the Blue Supply Case used for miscellaneous items.
Exit Polling	Individuals may conduct exit polls, surveys of voters, anywhere outside of the room being used as the polling place. An individual conducting an exit poll may only approach a voter after having voted and only speak with them to the extent necessary to ask them to participate in completing an anonymous, written questionnaire.
Flag "Donut"	A plastic, hollow flag pole base that can be filled with water or sand. Used in polling places.
Flag Corkscrew	A metal, corkscrew flag pole base used in polling places.
Found Ballot	A ballot discovered abandoned in a voting station. Any ballot found in a voting station must be marked "found in voting station." The ballot must be placed in the spoiled ballot envelope. In no case may that ballot be placed with the properly cast ballots. A note of the occurrence must be made in the incident log. (<u>M.R. 8230.1050</u>)
General Election	An election held at regular intervals on a day set by law at which voters of the state or any of its subdivisions choose by ballot public officials or presidential electors. (<u>M.S. 200.02, subd. 2</u>)
Green Folder	Contains a list of voters who vouched for election day registrants, and a certified list of Residential Facility employees who can vouch. Deployed at the Registration duty station on election day, and used by judges as part of the voucher process.
Greeter List (Purple Book)	A list of registered voters printed by the OSS and used by the greeter judge to verify a voter's registration.

Head Election Judge (HEJ)	The chief election judge in the polling place. The HEJ, along with the Assistant Head Election Judge (AHEJ), is responsible for managing the polling place.
Head Election Judge Supply Envelope (HEJ Supply Envelope)	A brown envelope the HEJ receives on the Monday immediately before each election. It contains important, sensitive documents and items that are needed to open, close, and manage the polling place on election day.
Healthcare Facility (HCF)	A hospital, residential treatment center, or nursing home licensed under Minnesota Statutes <u>144A.02</u> or <u>144.50</u> . The Minnesota Department of Health has lists of licensed facilities.
Help America Vote Act (HAVA)	The Help America Vote Act (HAVA) of 2002 was passed by the United States Congress to make sweeping reforms to the nation's voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election. (Source: www.eac.gov)
Hennepin County (HC)	The county in which the City of Minneapolis resides. Hennepin County encompasses 45 cities in total.
HIRE Form	A payroll document used by the Minneapolis Election Judge Coordinator. These forms are typically filled out by election judges upon attending training.
Home County	The county designated to administer the election of a multi-county municipality or school district.
Hot Tips / Notices Sheet	A yellow reference sheet deployed to the polling places on election day that must be read and signed by all election judges in each poll. This sheet contains important reminders and last-minute information that judges need to be aware of.
Human Resources Information System (HRIS)	A program used by the City of Minneapolis to report hours worked for City employees and election judges.
Incident Log	A form the head election judge uses to document any unusual events that occur in their polling place on election day.
Language Support Judge	Judges who have fluency in a second language to assist voters. Most prevalent in Minneapolis: Spanish, Hmong, Somali, American Sign Language, or Oromo.
Minnesota Driver's License (MDL)	A driver's license issued by the State of Minnesota. One of the principal forms of documentation used to register in the polls on election day.

Minnesota Rules (M.R., Minnesota Administrative Rules)	An administrative rule is a general statement adopted by an agency to make the law it enforces or administers more specific or to govern the agency's organization or procedure. An agency may adopt a rule only after the legislature has enacted a law granting this authority to the agency. An agency rule that is adopted under the rulemaking provisions of Minnesota Statutes, chapter 14, has the force and effect of law. Rulemaking in Minnesota: A Guide explains each step of the rulemaking process in Minnesota. (Source: www.revisor.mn.gov)
Minnesota Statutes (M.S.)	Laws of the State of Minnesota.
Minor Civil Division (MCD)	In the Statewide Voter Registration System (SVRS), every city, township, and unorganized territory must have a unique MCD number. Minor Civil Divisions are those areas that are recognized by the State of Minnesota or the Federal Government. The Office of the Minnesota Secretary of State assigns the MCD numbers in SVRS.
New Registrants Green Roster (Registration Roster, New Registration Roster, Green Roster)	A roster signed by voters who are registering in the polls on election day.
Non-partisan	Meaning not pertaining to a political party. In a non-partisan primary or a non-partisan general election, voters may vote for any candidates. In a non-partisan election, individual candidates are listed without party designation, unless a local city charter creates other options. It also refers to election judges who must remain politically neutral.
Notice of Late Registration (Late Notice)	A letter that is sent to individuals who register after 5pm on the 21st day preceding any election. This letter is one of the proofs of residence eligible to be used to register in the polls on election day.
Oath (Affirmation)	An oath or affirmation, as the conscience of the individual dictates. If an affirmation is given instead of an oath, "swear" means "to affirm" and "sworn" means "affirmed".
Office of the Minnesota Secretary of State (OSS)	Among other duties, this office is the chief elections administrator for the State of Minnesota.
Office Supply Bag	A bag deployed to polling places within the Blue Supply Case used for various office supplies.
Official Precinct Certification Form	A polling place form containing four parts: 1) Precinct Seal and Ballot Delivery Certification by the City Clerk, 2) Opening the polls seal certification by election judges, 3) Election Judge's Oath with signature lines, 4) Closing the polls seal certification by election judges.

Outgoing Envelope	An envelope used in the absentee voting process. Contains the postage paid return envelope, the signature envelope, secrecy envelope, the ballot, and instructions to the voter.
Overvote	A condition of a voted ballot in which more votes have been cast for a question or office than the number of votes that the voter is lawfully entitled to cast.
Parking Permit	Used by election judges for supply pick-up the Monday immediately before each election.
Partisan	In a partisan primary, voters may only vote for candidates within one major political party. In a partisan general election, candidates are listed with party designation. Voters may vote for any candidate regardless of the party affiliation of the candidate.
Payroll Roster	Printed through EMS, this document is completed on election day to record Election Judge hours worked, cell phone usage, and other reimbursement needs. This official record is used to enter hours worked into HRIS.
Permit Employee	A seasonal, or temporary, employee.
Petition	A collection of signatures used to show support for something or someone. Examples of petitions in Minneapolis include: a petition drive to get a charter amendment question placed on the ballot, a petition drive in lieu of a filing fee, and nominating petitions.
Political Party	An association of individuals under whose name a candidate files for partisan office. The current Major Political Parties in Minnesota are the Independence, Republican, and Democratic-Farmer Labor parties. The current Minor Political Parties in Minnesota are the Green and Grassroots parties. Other political party or principle names may also appear on ballots for partisan offices based on the party or principle stated on an individual's nominating petition.
Polling Place (PP)	The location within each precinct where voters go to cast their vote on election day.
Polling Place Finder (PPF)	A public web utility created and managed by the Minnesota Office of the Secretary of State that individuals can use to find out where they vote, what will appear on their ballot, when their next election is, and in which election districts they live.
Post-election Equipment Review (PER)	The manual recount (or "audit") of randomly-selected precincts for specific offices following the State General Election to determine if counting accuracy meets a defined standard. (<u>M.S. 206.89</u> , <u>Minneapolis City Ordinances 167.130</u>)
Postal Verification Card (PVC)	PVCs are used to verify the address of a voter. They are also used to inform voters of their polling location.

Precinct Judge Board Report (Election Judge Board List)	A list of the election judges assigned to work in a polling place on election day.
Precinct Count	Used to describe a precinct where a precinct count voting system is used to count votes on ballots at the precinct polling place as voters deposit the ballots into the ballot box. (<u>M.R. 8220.0250, subd. 22a</u>)
Precinct Count Voting System (Ballot Counter)	A ballot counter, at a precinct, designed to store ballot configurations and vote totals on a removable memory unit. Voters insert their voted ballots into the ballot counter during voting hours on election day and the ballot counter counts the ballots after 8pm. (<u>M.R. 8200.0250, subd. 22b</u>)
Precinct Finder	An electronic or paper listing of street names and address ranges assigned to each precinct in the state.
Precinct Support Judge (PSJ)	A liaison between Election HQ and the polling places on election day. These experienced election judges are assigned to a region of the city and are responsible for any onsite support needed, delivering supplies, and solving equipment issues.
Preliminary Testing	Every election jurisdiction tests the voting systems and programs to ascertain that they will correctly count the votes for all offices and measures. The ballot counter and AutoMARK for each precinct must be tested.
Primary Election	An election at which voters choose the nominees for the offices to be placed on the general election ballot.
Prior Registration (Previous Registration in Same Precinct)	The registration record of a voter's most recent prior name or residence address.
Public Accuracy Test (PAT)	A public test conducted after preliminary testing and within three days prior to election day for the purpose of publically demonstrating the accuracy of the computer program and voting system which will be used to count the ballots.
Public Information List (PIL, PI List)	A list derived from the Statewide Voter Registration System specifically designed for purchase and use by the public pursuant to Minnesota Law.
Rat Tail Seal	Plastic seals used in Minneapolis to secure the blue supply case and the ballot transfer case.
Reference Sheet	Minneapolis deploys reference sheets to the polling places for election day use. These informational sheets, designed by election duty, provide quick access to procedures or legal requirements throughout the day.

Registered Voter in the Precinct	A registered voter in the precinct or a voter who registers on election day in the precinct who can attest to a new registrant's residence allowing them to register in the same precinct on election day. A voter may vouch for a maximum of eight persons. Vouched for voters cannot vouch for new voters on election day.
Request for Check Replacement	Saved on CityTalk under Forms. If an election judge needs a check replacement for any reason, they are sent this form that is then returned to the Finance department.
Residential Facility	Refers to a set of facilities specifically defined under M.S. 201.061, subd. 3(c); some examples include nursing homes, veterans homes, and homeless shelters.
Voting Results Report (Results Tape)	Printed when closing the ballot counter after the polls close. This important document contains the vote totals for all candidates and races on the ballot. At least four Election Judges must sign the tape. The tape becomes a part of the official record of votes cast at a polling place.
Return Envelope	An envelope used in absentee voting. A postage paid envelope that contains the voted ballot inside the signature envelope.
Roster (Pink Roster)	The document listing the voters registered in the precinct. It contains information about each voter, such as current address, date of birth and Voter ID #. Voters registered before election day sign this in order to receive a ballot.
Roster Correction Form	A polling place form used to note typographical errors that are found in the Roster.
Safe at Home (SAH)	A statewide address confidentiality program administered by the OSS.
Sample Ballots	Ballots provided to each polling place. It must be posted at the entrance to the polls.
Seasonal Application	Application to work in Minneapolis Elections as seasonal or temporary office support staff.
Signature Envelope	An envelope used in absentee voting. A white envelope that a voter completes and signs with witness information and signature.
Site Assessment	A form used in the on-site assessment conducted by Minneapolis Elections of each polling site. Used to help track existing conditions at each polling place, including required ADA accessibility standards, parking, queuing space, special needs/equipment, etc.

Social Security Number (SSN)	As it relates to elections, this number can be used to verify the identity of a voter. A voter may use the last four digits of the SSN number on the voter registration application and absentee ballot application.
Spindle	Used in Minneapolis by the ballot judge to keep track of voter receipts.
Spoiled Ballot	A ballot returned to an election judge due to an error made by the voter. The voter can exchange this for a new blank ballot.
State General	The state general election is held on the first Tuesday after the first Monday in November in each even-numbered year.
State Primary	The state primary is held on the second Tuesday in August in even numbered years to select the nominees of the major political parties for partisan offices and also the nominees for nonpartisan offices.
Statewide Voter Registration System (SVRS)	An online utility maintained by the Minnesota Office of the Secretary of State that allows users to carry out a variety of election-related tasks such voter records and reporting functions.
Student Election Judge (SEJ)	Also considered "Trainee Election Judges". These judges must meet the requirements of M.S. 204B.19, and M.R. 8200.1655. Among other qualifications, these judges must be at least 16 years old, and cannot work later than 10 P.M.
Summary Statement (Results Tape, Voter Statistics Worksheet)	The precinct summary statement is the official record of the number of voters and vote totals for the precinct. The ballot counter results tape is the summary statement.
Supply Pick-up	Occurs the day before any election. Head Judges retrieve a Head Election Judge Supply Envelope and other essential polling place supplies.
Team Judge	Team Judges perform the election duties at polling places such as greeter, roster, new registration, ballot, and ballot counter judge duties.
Training Class Roster / Sign-in Sheet	A document used to track election judge training hours. These hours are used for training certification and payment of hours worked. Printed from EMS.
Unaffiliated	Not affiliated with any political party.
Undervote	A condition of a voted ballot in which fewer votes have been cast for an issue or office than permitted by law.

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)	Alternate voting procedures available to eligible voters who are absent from the precinct and maintain residence either indefinitely or temporarily outside of the U.S., or are in the military, or are the spouse or dependent of an individual serving in the military.
United States Postal Service (USPS)	The principal mail-delivery organization in the United States.
Unorganized Territory	In election law an unorganized territory is an area governed by the county without an additional organized local government. The governing body is the board of county commissioners (county board). An unorganized territory must have a unique MCD number in SVRS. Fort Snelling, for example, is an unorganized territory.
Veteran Judge	An experienced election judge that has served for more than one election.
Voter Information Portal (VIP)	OSS online utility for individuals to check if they are registered to vote, find their polling place location, or to check the status of their absentee ballot.
Voter Outreach Education (VOE)	A Minneapolis Elections program to educate the public and enable an active, informed, electorate.
Voter Receipt	A small paper receipt given to voters after signing the Roster or the New Registrants Green Roster. The voter receipt is used to receive the ballot from the ballot judge.
Voter Registration Application (VRA)	The form used to register to vote or to update an existing registration.
Voter Statistics Worksheet	Form completed on election night by the HEJ and turned in at the Drop-off site. Lists important totals from the summary statement.
Voting Booth	A unit assembled to provide a private space for a voter to mark the ballot. It has three sides enclosed with a marking surface and lighting.
Vouching	An election day procedure that permits an individual to register to vote and to cast a ballot if another authorized individual swears (or affirms) an oath that the individual resides in that precinct. Election day vouchers are limited to vouching for eight voters; however, that limitation does not apply to employees of residential facilities vouching for residents of those facilities.
Ward	A ward designation is only used by cities with wards. A ward is a geographic area used for the purpose of electing a city council member to represent a subset of people living within a city. This field must not be used in any town, unorganized territory, or city without wards. (M.S. 205.84)

Ward-Precinct (W-P)

For instance, 1-4, 13-3, 2-4. It identifies a geographic area or ward, and geographic subsets within a ward. Designations are used to identify representation of governmental units, offices an eligible voter may vote on, and location of the polling place.

Witness

A Minnesota resident who signs an absentee ballot envelope to document that the ballot inside was marked by the voter entitled to cast the ballot.

Zero Totals Report (Zero Tape)

The machine tape printed as part of the opening procedure for each ballot counter; used to verify that no votes have been recorded by the ballot counter before official voting begins.